



**AMERICAN EMBASSY, NEW DELHI, INDIA**

**VACANCY ANNOUNCEMENT NUMBER: 14-057A  
TRAINEE LEVEL**

**REF: VACANCY ANNOUNCEMENT NUMBER: 14-057**

**OPEN TO:** All Interested Candidates

**POSITION:** Regional Security Technician (Trainee), FSN-601-07, DLA-564012 (T)  
(Personal Services Agreement)

**OPENING DATE:** September 04, 2014

**CLOSING DATE:** September 17, 2014

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** Not Ordinarily Resident (NOR) - Grade: FP-07  
Ordinarily Resident (OR) - Grade: FSN-07  
\*Starting salary will be determined on the basis of qualifications and experience, and/or salary history.

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Definitions) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in New Delhi is seeking an individual for the position of Regional Security Technician in the Engineering Services Center (ESC).

Applicants must apply on U.S. Mission Application Employment Form and specify the vacancy announcement number. Applications not completed on U.S. Mission Application Employment Form, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)

Only applicants who are selected for the interview will be contacted.

**BASIC FUNCTIONS OF POSITION**

This is an intermediate level trainee (FSN-07) position established for the incumbent to build upon the skill acquired in the entry level trainee (FSN-06) position to perform the duties of the

full performance (FSN-08) level. At the intermediate trainee level, assigned tasks will be focused on installation and repair projects for security equipment and acquiring an intermediate knowledge of inter-related security technologies and how to organize tasks into small projects to accomplish the assigned mission. The incumbent will work with some supervision and guidance from more senior technicians, and will be personally responsible for compliance with regulations, procedures and workmanship standard.

Performs duties, though not limited to the following:

- With little guidance perform inspection, installation and maintenance of the security equipment and devices at the U.S Embassy, American Center, associated residential properties and other United States Government facilities in the region. Based on these inspections, make recommendations to improve and/or revise technical security programs.
- With little guidance perform planned preventive, predictive, corrective and breakdown maintenance of the replay and PLC based hydraulic barrier and slide gates. Perform trouble shooting and repair to keep these operational at all time. Maintain records of maintenance schedule such as weekly, monthly, quarterly etc. and keep records of spare parts and expandable items required for the regular maintenance.
- With little guidance perform installation, commissioning, trouble shooting and maintenance of state of art CCTV equipment and devices.
- With little guidance perform installation, commissioning, upgrade, trouble shooting and repair of the intrusion alarm system at residential properties, which include initial survey of house, instruction and guidance to contractor.
- With little guidance perform maintenance and repair of hard-line doors including power supplies, locking devices, roton hinges and fire exit packages.
- With little guidance perform trouble shooting, repair, upgrade and installation of Imminent Danger Notification System and Public Address system including master control unit, amplifiers, speakers and power supplies.
- With little guidance perform installation, calibration and maintenance of Walk Through Metal Detectors (WTMD), X-ray machines and Itemisers.
- With little guidance perform repair and maintenance of Heavy-duty paper shredders and Disintegrator of all make and models.
- With little guidance perform other related duties as directed by the Regional Security Office/ Engineering Services Center (ESC) to support the staff and/or over technical security program. Coordinate closely with vendor/contractors to enhance overall technical security, maintain close contacts with General Services Office (GSO) technician and local contractors in performance of duties.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. To request the position description, kindly send an email to [NewDelhiVacancies@State.gov](mailto:NewDelhiVacancies@State.gov).

### **QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of Secondary School (Class X) with three years Diploma in Electronics, Electrical or Mechanical engineering from a reputed institution is required.

2. Six years of hands-on field experience in major repairs and installation of electronic, electrical, electromechanical and heavy-duty mechanical equipment including three years of experience installing, maintaining and repairing closed circuit television, alarm systems, public address and vehicle arrest systems, PLC and fiber based equipment or other security engineering products; and two years of experience with residential alarm systems, technical security systems training, technical team leadership, and small technical security systems project responsibilities is required.
3. Level III (Good working knowledge) in English and Hindi is required (Speaking/ Reading/ Writing). **(When applying for the position, please indicate your level of proficiency for these languages).**
4. Must have a valid light motor vehicle (LMV) driving license. **(Please attach a copy of the license with the application. Applications which do not have a copy of the license will not be accepted.)**

## **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs and hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **TO APPLY**

Interested applicants for this position should submit the following:

1. Universal Application for Employment as a Locally Employed Staff or Family member (DS-0174) is available on website [http://newdelhi.usembassy.gov/job\\_opportunities.html](http://newdelhi.usembassy.gov/job_opportunities.html) **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Definitions); **or**

3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**

4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-0214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

### **SUBMIT APPLICATION TO**

U. S. Embassy  
Human Resources Office (Recruitment Team)  
Shantipath, Chanakyapuri  
New Delhi 110 021

**or**

FAX: 2419-8056

**or**

E-mail: [NewDelhiVacancies@State.gov](mailto:NewDelhiVacancies@State.gov)

### **POINT OF CONTACT**

Telephone: 24198227/8369/8908

Please insert **14-057A** (Vacancy Announcement Number) in the Subject of the E-mail. Applications without the Vacancy Number or with incorrect Vacancy Number will not be accepted.

### **DEFINITIONS**

1. **Eligible Family Member (EFM)**: An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,

- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

**If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.**

**Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number
- D. Date of Birth
- E. Place of Birth
- F. Dates Available for Work
- G. First, Middle, & Last Names as well as any other names used
- H. Current Address, Day, Evening, and Cell phone numbers
- I. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No; if yes, provide number*)
- J. U.S. Social Security Number and/or Identification Number
- K. Eligibility to work in the country (*Yes or No*)
- L. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- M. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- N. Days available to work
- O. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- P. U.S. Eligible Family Member and Veterans Hiring Preference
- Q. Education
- R. License, Skills, Training, Membership, & Recognition
- S. Language Skills
- T. Work Experience
- U. References

**CLOSING DATE FOR THIS POSITION: (September 17, 2014)**

The U.S. Mission in New Delhi provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age,

disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.